

AS REVISED

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

Conference Room No. 113
Tatnall Building
Dover, Delaware

Minutes of November 16, 2004

IN ATTENDANCE:

Authority: Stevan D. Class (Chairman)
Terri Rock (Vice-Chairman)
Ken Fuchs (Barclay Farms)
William Reed (DMHOA)
Ed Speraw (DMHOA)
Jerry Heisler (Reybold Group)

Attendees: Ruth Briggs King (Exec. Dir., First State Manufactured Housing Assoc.)
David Sullivan (Division of Revenue)
Thomas J. Cook (Department of Finance)
Dirk Durstein, Esquire (Department of Justice)

Legal Counsel: William A. Denman, Esquire

I. CALL TO ORDER:

Vice-Chairman Terri Rock called the meeting to order at 1:00 p.m.

II. REVIEW AND APPROVAL OF MINUTES OF LAST MEETING:

Vice-Chairman Terri Rock presented the minutes of the October 21, 2004 meeting for comments and corrections. Ed Speraw made a motion to accept the minutes as proposed. Ken Fuchs seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

III. OLD BUSINESS:

A. ACTUARY COMMITTEE REPORT

Committee Chairman Bill Reed reported that he has spoken with a professor at the University of Delaware regarding the actuarial analysis. Mr. Reed wants to meet with the other members of the committee (Sue Hehman and Gerry Heisler) before presenting a report to the Authority.

B. PUBLIC HEARING

Bill Denman, Esquire reported that the newspaper notices were published on October 29, 2004 and Affidavits of Publication have been received. As of November 16, 2004 Mr. Denman has had one request for a copy of the proposed Regulations.

IV. NEW BUSINESS:

A. FINANCIAL REPORT

David Sullivan distributed a Trust Fund Account Summary from June 18, 2004 through November 3, 2004.

Chairman Class distributed and the Authority reviewed the McBride Shopa Financial Report.

B. WEBSITE

David Sullivan reported that the DMHRA website has been set up and will go live in approximately one month. Tom Cook demonstrated the website for the Authority's review.

C. REVIEW OF VICTORIAN VILLAGE TENANTS' APPLICATIONS FOR BENEFITS

Adrienne Washington submitted an application for reimbursement of additional expenses incurred (electric, plumbing, permits) after moving her home. The additional expenses totaled \$1,268.00. Ms. Washington received \$2,750.00 in relocation assistance on her initial application. Terri Rock made a motion to approve payment to Ms. Washington in the amount of \$1,250.00 which, when added to the initial monies received, would meet the Authority's maximum payout amount of \$4,000.00 for a singlewide home. Ed Speraw seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Geraldine Skeans submitted an application for relocation assistance on October 21, 2004 that included estimates from two moving contractors. Both contractors' estimates exceeded the maximum allowable payout amount of \$8,000.00 for a multi-sectional home. Bill Denman, Esquire sent a letter to Mrs. Skeans dated October 25, 2004 requesting her to provide the name, license number and employer identification number of the moving contractor she has chosen. Mr. Denman suggested to Mrs. Skeans that she might want to withdraw her application until the maximum allowable relocation amount is approved after the public hearing. As of November 16, 2004, Mr. Denman had not received a response from Mrs. Skeans. Terri Rock made a motion that the Authority take no

action on Mrs. Skeans' application until further information is received. Chairman Steve Class seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Lisa G. David submitted an application on November 2, 2004 for relocation assistance in the amount of \$8,125.00. Bill Denman, Esquire reviewed the application and reported to the Authority that it was complete and ready to be voted on. Bill Reed made a motion to approve Ms. David's application for payment in the amount of \$8,000.00. Chairman Steve Class seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Gary and Diana Hassan submitted an application for relocation assistance on October 21, 2004. Bill Denman, Esquire reported that during a teleconference Mr. Hassan indicated that he might not use the moving contractor (Marshall and Bailey Contracting) whose appraisal was submitted with his application. Bill Reed made a motion that the Authority take no action on Mr. and Mrs. Hassan's application until further information is received. Ed Speraw seconded the motion. Voting in favor of the motion were: Terri Rock, Ken Fuchs, Bill Reed, Ed Speraw and Jerry Heisler. Chairman Steve Class opposed the motion. The motion was carried.

Jeff Carrothers submitted an application for relocation assistance on October 21, 2004. Bill Denman, Esquire reviewed the application and reported to the Authority that it was complete and ready to be voted on. Bill Reed made a motion to approve Ms. Carrothers' application for payment in the amount of \$4,000.00. Ken Fuchs seconded the motion. Voting in favor of the motion were: Chairman Steve Class, Terri Rock, Ken Fuchs, Bill Reed, and Jerry Heisler. Ed Speraw opposed the motion. The motion was carried.

V. ADJOURNMENT:

As there was no further business before the Board, a motion for adjournment was made by Bill Reed and seconded by Ed Speraw. After unanimous approval was given from the members present by voice vote, the motion was carried.

Respectfully submitted by:
Nancy C. Smith, Paralegal
Parkowski, Guerke & Swayze, P.A.